

## ***Social Host Responsibility Policy***

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The social component of fraternity and sorority life is highly valued at WCU. A chapter's social program should consist of a variety of activities. The University expects fraternity and sorority social events to be consistent with the social and risk prevention guidelines provided by their national or inter/national organization, as well as with the WCU rules and regulations. All policies shall be implemented in a way that promotes the legal and responsible use of alcohol. Further, each chapter is expected to adhere to the laws of the Commonwealth of Pennsylvania, Pennsylvania Liquor Control Board, the Borough of West Chester (and municipalities where chapter events are hosted), and West Chester University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

*The following are regulations adopted by the North American Interfraternity Conference and consistent with all national policies of chapters represented at WCU.*

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

## *Enhanced Health & Safety Standards*

In addition to the above regulations, the WCU Fraternity and Sorority Governing Councils choose to incorporate the North American Interfraternity Conference “Enhanced Healthy & Safety Standards\*,” along with additional standards specific to the WCU Campus. The following standards apply to events with alcohol:

1. All chapters that host an event with alcohol must submit an *event management form* 14 days in advance, to be approved by its governing council. Approval and/or feedback will be communicated within 48 hours by the governing council officer responsible.
  - a. [BYOB FORM](#)
  - b. [3rd PARTY VENDOR FORM](#)
2. No hard alcohol will be permitted unless at a third party vendor.\*
3. Duration of events should last no longer than four hours and alcohol will not be served 30 minutes prior to the event end time.
4. Events can only take place when school is in session during the fall and spring semesters, Thursday through Saturday and can not take place the week before finals.
5. No overnight events are permitted, or those further than 2 hours from campus.

### **BYOB POLICIES**

The BYOB policies provided are for safe and practical implementation. Individual chapters must still follow their own national or inter/national policies, if said policies are more specific and/or more stringent. If questions arise, be advised that these policies does not supersede the local, city, state, general fraternity/sorority, or national laws, statues and policies – or common sense. Be sure to contact your national or inter/national fraternity to make sure the stipulations are consistent with general fraternity standards.

1. Locations in which chapters wish to host BYOB events must be evaluated on an annual basis to determine event management guidelines including but not limited to: common space\* to be used for the social event, number of guests permitted, location of alcohol distribution center, exits/entrances, bathroom facilities for guests, and resident spaces. An [Event Management Location Form](#) must be submitted two weeks prior to an event. If any changes to the event plan take place, a new Event Management Location Form needs to be submitted.
2. Resident spaces will be locked for the duration of the social event. If a resident chooses to attend the social event and then wishes to go to their private space then they need to check in with the floater/roamer assigned.
3. The number of BYOB events will be limited to two per week, Thursday through Saturday.
4. Each organization hosting an event will submit the [Standard Guest List](#), no later than one week after the event.
  - a. Download a copy of the [Googlesheet](#).
  - b. Upload it to the original event management form you submitted for the event.
5. Events must be limited to a guest-to-member ratio of no more than 3:1, provided that no event exceed the number of attendees approved for that location (fire code).\* **Events will be limited to 150 people.**
6. Attendees are marked/identified as over/under the legal drinking age.

7. Limited quantity of alcohol may be brought by of age guests - which cannot be above 15% ABV\*
  - a. The following stipulations are recommended per person, for a typical four hour function. It is acceptable for multiple people to purchase alcohol together and one person bring this alcohol, which is checked in with all those consuming present. For example, four people can bring in one case of beer.
    - a. Six (6), twelve (12) ounce cans of beer / spiked seltzer
    - b. Four (4), ten (10) ounce wine coolers
    - c. Four (4), six (6) ounce bottles of wine
    - d. Four (4), sixteen (16) ounce cans of beer (pounders)
  - b. No kegs
  - c. No squeeze bottles, beer bong, party balls, pitchers, tumblers, or other containers
  - d. No alcohol for common use in members' rooms
  - e. No glass bottles
  - f. No shots, drinking games, or other activities that encourage inappropriate drinking behavior
8. Each chapter will assign the following roles to its "sober monitors," serving as an event management team with specific people assigned to:
  - a. Entrance/Exits - at least 1 per co-sponsoring group
    - i. Guest list & wristbands
    - ii. Noise level check
  - b. Check in and alcohol
  - c. Alcohol distribution center
  - d. Floater/roamer – at least 1 per co-sponsoring group
    - i. Food and non-alcoholic beverages (pre event setup and replenish during the event)
    - ii. Checking residential spaces are locked in addition to other duties
  - e. Crisis response - at least 1 per co-sponsoring group
    - i. Emergency response information on all attendees readily available
    - ii. Drug-related intervention
9. For co-sponsored events, the event management teams from both groups will meet prior to the event and utilize the [Pre-Event Checklist](#), which will be uploaded in the event management form. Note, this form asks for signatures of those present for the meeting. \*Optional for Spring 2020 semester only
10. Themes of the event are in good taste and culturally appropriate.
11. Food and non-alcoholic beverages are provided to attendees.
12. Events that happen after a co-sponsored event concludes, must be treated like an entirely new event.

## THIRD PARTY VENDOR POLICIES

Should a “Third Party Vendor” be hired to serve alcohol, each chapter will be in compliance with its national or inter/national policies when items listed in this section can be documented. Be sure to check with your national or inter/national organization to make sure this checklist will be in compliance with its policy. Further, each chapter is expected to adhere to the laws of the Commonwealth of Pennsylvania, Pennsylvania Liquor Control Board, the Borough of West Chester (and municipalities where chapter events are hosted), and West Chester University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

1. The number of third-party vendor events will be limited to 4 per month.
2. Each organization hosting an event will submit the [Standard Guest List](#) no later than one week after the event.
  - a. Download a copy of the [Googlesheet](#).
  - b. Upload it to the original event management form you submitted for the event.
3. Events must be limited to a guest-to-member ratio of no more than 3:1, provided that no event exceed the number of attendees approved for that location (fire code).
4. Organizations will submit alcohol license and insurance verification.
  - a. Be properly licensed by the appropriate local and state authority.
    - i. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
      - a. The above “certificate of insurance” must also show evidence that the vendor has, as part of his/her coverage, “off-premise liquor liability coverage and non-owned and hired auto coverage.”
      - b. The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.
5. Themes of the event are in good taste and culturally appropriate.
6. Entrance and exits of the event are monitored by the 3rd party vendor.
7. Food and non-alcoholic beverages are provided to attendees.
8. Members of the organization are serving as monitors for the event.
  - a. Role - Transportation Team - at least 2 per co-sponsoring group
    - i. Loading/unloading bus
    - ii. Walking plan - check in point
    - iii. Risk issue person
  - b. Role - Crisis Response - at least 1 per co-sponsoring group
    - i. *Emergency response information on all attendees readily available*
    - ii. Drug-related intervention
  - c. Role - Floater/Roamer (#s depend on the venue)
    - i. Suggested: at least two at a time in shifts, at least one around the bathroom
  - d. Role - Pre-event manager - at least 1 per co-sponsoring group
9. Transportation must be organized by the host organization and described in the *Event Management Form*.
  - a. For locations inside the Borough of West Chester/East Bradford, West Goshen, East Goshen, a walking plan must be submitted with the Event Management Form.
  - b. For locations outside Borough of West Chester/East Bradford, West Goshen, East Goshen, transportation must be provided by the host organization.
    - i. All busses must pick up and drop off in the [M Lot](#) next to the Swope Music Building and the Performing Arts Center.

c. Contingency plan described on Event Management Form form for if attendees become risk issues.

10. Food and non-alcoholic beverages are provided to attendees.

11. Attendees must be marked/identified as over/under the legal drinking age.